

## "Paperwork: What To Do, When" CATEGORY III - OPTIONS

<p style="text-align: center;"><b>Option 1</b></p> <p style="text-align: center;"><b>Open / Close</b></p>	<ol style="list-style-type: none"> <li>1.) FIA 1016 – Safety Assessment (child safe/services do not need to be monitored)</li> <li>2.) FIA 123 – Referral to Community Based Service(s) (no CPS follow up)</li> <li>3.) FIA 154 - Investigation Summary</li> <li>4.) Case Disposition (Open)</li> <li>5.) Initial Assessment of Abuse &amp; Neglect (includes Risk, Needs/Strengths Assessments )</li> <li>6.) FIA 153 - Investigation Summary/Assessment</li> <li>7.) Case Closing on SWSS (Services Menu)</li> <li>8.) Report Generation Menu <ul style="list-style-type: none"> <li>• FIA 5S (Submit to Open; once opened, submit another 5S to close)</li> <li>• FIA 2070 (write "Open/Close") Expunged immediately from PSMIS</li> <li>• Initial Service Plan (face sheet, Risk Assessment, Needs and Strengths Assessments)</li> <li>• Referral Source letter (if appropriate)</li> </ul> </li> </ol> <p>FIA 5S &amp; 2070 to CIMS for input <b>AFTER</b> the FIA-154 is completed in Word. When all paperwork is complete, packet case folder and submit to supervisor.</p>	<p style="text-align: center;"><b>No further contact with the family is necessary</b></p>
<p style="text-align: center;"><b>Option 2</b></p> <p style="text-align: center;"><b>Monitor for <u>up to 90 days</u>- reassess and close</b></p>	<ol style="list-style-type: none"> <li>1.) FIA 1016 – Safety Assessment (child safe with services; services need to be monitored)</li> <li>2.) FIA 123 – Referral to Community Based Service(s) (monitor up to 90 days)</li> <li>3.) FIA 154 - Investigation Summary</li> <li>4.) Case Disposition (Open)</li> <li>5.) SWSS - Initial Assessment of Abuse &amp; Neglect (includes Risk, Needs/Strengths Assessments )</li> <li>6.) FIA 153 - Investigation Summary/Assessment</li> <li>7.) SWSS Report Generation Menu <ul style="list-style-type: none"> <li>• FIA 5S (to open case)</li> <li>• FIA 2070 (write "Open/Close") Expunged immediately from PSMIS</li> <li>• Initial Services Plan (face sheet, Risk, Needs/Strengths Assessments)</li> <li>• Referral Source letter (if appropriate)</li> </ul> </li> </ol> <p>FIA 5S &amp; 2070 sent to CIMS for input <b>AFTER</b> FIA 154 is written</p> <p style="text-align: center;"><b>MONITOR!</b></p>	<p>During the time period being monitored:</p> <ul style="list-style-type: none"> <li>• Have face to face contacts with all appropriate household members depending on the SWSS/SDM Risk level.</li> </ul> <p>8.) Do an FIA 1016- Safety Reassessment to close or elevate to Category II (FIA-1016)</p> <p><b>If NO upward change in Risk level: <u>CLOSE</u> the case</b></p> <ol style="list-style-type: none"> <li>9.) Do SWSS Reassessment of Abuse/Neglect (includes Risk Reassessment and Needs/Strengths Reassessments)</li> <li>10.) FIA 152 (USP/Closing Report)</li> <li>11.) Case Closing screens on SWSS (Services Menu)</li> <li>12.) Report Generation Menu <ul style="list-style-type: none"> <li>• FIA 5S (to close)</li> <li>• Updated Service Plan (face sheet, Risk Reassessment, Needs and Strengths Reassessments)</li> </ul> </li> </ol> <p>FIA 5S &amp; 2070 sent to CIMS for input <b>AFTER</b> FIA 152 is written. When all paperwork is complete, packet the case folder and submit to supervisor.</p>
<p style="text-align: center;"><b>Option 3</b></p> <p style="text-align: center;"><b>Monitor for <u>up to 90 days</u>- reassess and open</b></p>	<p style="text-align: center;"><b>SAME AS OPTION 2</b></p> <p style="text-align: center;"><b>MONITOR!</b></p>	<p><b>If upward change in Risk level at Reassessment (up to 90 days from complaint date), elevate the risk level and:</b></p> <ul style="list-style-type: none"> <li>• Do SWSS Reassessment of Abuse/Neglect (includes Risk Reassessment and Needs/Strengths Reassessments)</li> <li>• SWSS Treatment Plan</li> <li>• SWSS Report Generation <ul style="list-style-type: none"> <li>-FIA 5s (any case changes, re-determination date)</li> <li>- Perpetrator Notification Letter(s)</li> <li>-2070 (to open on PSMIS)</li> <li>- USP (face sheet, Risk Reassessment, Needs/Strengths Reassessments)</li> </ul> </li> <li>• Do FIA 152 – USP (Microsoft Word)</li> <li>• Do FIA 151 - Service Agreement (Microsoft Word)</li> </ul> <p>***Review after 90 days***</p> <p>FIA 5S &amp; 2070 are sent to CIMS for input <b>AFTER</b> FIA 152 is written.</p>